

POSITION DESCRIPTION (Please Read Instructions on the Back)										1. Agency Position No.																																																								
2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced) Standard MWR NAF PD		3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field		4. Employing Office Location		5. Duty Station		6. OPM Certification No.																																																										
7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt				8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No																																																												
10. Position Status <input type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)				11. Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input checked="" type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive		13. Competitive Level Code																																																										
14. Agency Use NAF										15. Classified/Graded by																																																								
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="4" style="text-align: left;">Official Title of Position</th> <th style="text-align: left;">Pay Plan</th> <th style="text-align: left;">Occupational Code</th> <th style="text-align: left;">Grade</th> <th style="text-align: left;">Initials</th> <th style="text-align: left;">Date</th> </tr> </thead> <tbody> <tr> <td colspan="4" style="padding: 5px;">a. Office of Personnel Management</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="4" style="padding: 5px;">b. Department, Agency or Establishment</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="4" style="padding: 5px;">c. Second Level Review</td> <td style="text-align: center;">NA</td> <td style="text-align: center;">4749</td> <td style="text-align: center;">07</td> <td style="text-align: center;">SN</td> <td style="text-align: center;">12-31-01</td> </tr> <tr> <td colspan="4" style="padding: 5px;">d. First Level Review</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="4" style="padding: 5px;">e. Recommended by Supervisor or Initiating Office</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>												Official Title of Position				Pay Plan	Occupational Code	Grade	Initials	Date	a. Office of Personnel Management									b. Department, Agency or Establishment									c. Second Level Review				NA	4749	07	SN	12-31-01	d. First Level Review									e. Recommended by Supervisor or Initiating Office									
Official Title of Position				Pay Plan	Occupational Code	Grade	Initials	Date																																																										
a. Office of Personnel Management																																																																		
b. Department, Agency or Establishment																																																																		
c. Second Level Review				NA	4749	07	SN	12-31-01																																																										
d. First Level Review																																																																		
e. Recommended by Supervisor or Initiating Office																																																																		
16. Organizational Title of Position (if different from official title)						17. Name of Employee (if vacant, specify)																																																												
18. Department, Agency, or Establishment						c. Third Subdivision																																																												
a. First Subdivision						d. Fourth Subdivision																																																												
b. Second Subdivision						e. Fifth Subdivision																																																												
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.						Signature of Employee (optional)																																																												
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that						this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.																																																												
a. Typed Name and Title of Immediate Supervisor						b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)																																																												
Signature _____ Date _____						Signature _____ Date _____																																																												
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.						22. Position Classification Standards Used in Classifying/Grading Position																																																												
Typed Name and Title of Official Taking Action S. J. NEW Principal Classifier						OPM FWS JGS Maintenance Mechanic 4749 TS-30 May 74																																																												
Signature _____ Date _____						Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.																																																												
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Initials</th> <th>Date</th> <th>Initials</th> <th>Date</th> <th>Initials</th> <th>Date</th> <th>Initials</th> <th>Date</th> <th>Initials</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">23. Position Review</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td style="padding: 5px;">a. Employee (optional)</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td style="padding: 5px;">b. Supervisor</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td style="padding: 5px;">c. Classifier</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>													Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date	23. Position Review											a. Employee (optional)											b. Supervisor											c. Classifier										
	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date																																																								
23. Position Review																																																																		
a. Employee (optional)																																																																		
b. Supervisor																																																																		
c. Classifier																																																																		
24. Remarks																																																																		
25. Description of Major Duties and Responsibilities (See Attached)																																																																		

NONAPPROPRIATED FUND POSITION DESCRIPTION

JOB TITLE: Maintenance Worker **POSITION NUMBER** 01-027A

JOB SERIES: 4749 **PAY LEVEL:** NA-7

Summary of Duties: Performs work in at least two of the following trades in the maintenance and repair of grounds, exterior structures, buildings, and related fixtures and utilities:

Plumbing: Makes plumbing repairs that can be accomplished by removing, cleaning, resealing, replacing defective parts or units of utility, supply, and disposal systems, such as dirty traps, sections of broken tile, damaged or broken pipe, leaky faucets, and stopped up drains. Installs water heaters, garbage disposal units, faucets, and sinks.

Carpentry: Measures, cuts, and constructs or repairs wood or wood substitute items such as scaffolds, staging parts, panels, bins, pallets, concrete forms, dry walls, sheathing, and roof decking.

Painting: Performs standard coating methods such as brushing, rolling and spraying, by the use of coating materials that are prepared according to specific directions, and by the application of coating techniques that insure surfaces are fully coated, protected, and free from drips and runs.

Observes required safety, sanitation and hazardous waste disposal rules and regulations. Operates vehicles to transport tools and materials to work site. Performs other related duties as required.

Skills and Knowledge: Two years of experience that demonstrates knowledge in the applicable combination of trades sufficient to perform the duties of the position. Possession of a valid state driver's license.

Responsibility: Works under general supervision. The majority of the work is performed independently where the incumbent makes decisions based on personal knowledge.

Physical Effort: Requires prolonged standing; stooping, bending, kneeling, climbing, and working in tiring and uncomfortable positions. Lifts, carries, and sets up materials and equipment weighing up to 40 pounds. Occasionally may handle materials and equipment weighing 50 pounds and over.

Working Conditions: Work is performed both inside and outside, and incumbent is exposed to dirt, paint vapors and fumes. Must wear issued protective gear.